Tips from the Top

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Tips from the Top

- Senior Leadership Field of View
  - Opportunity to Influence Strategies from a Broad Knowledge Base
- Concisely Discuss the Requirement
  - Stress “Why” it’s Needed
- Concentrate on Specific Acquisition Issues
  - Contract Type
  - Performance Based
  - Use of FAR Part 12
  - Source Selection Process
  - Evaluation Factors and Basis for Award
  - Risks and Mitigation
- Include Results of Market Research and Competition Analysis
  - Expect a Challenge on Small Business Considerations
- Test the Logic Trail
  - Business Approach must be sound and supportable
- Prebrief Key Functionals Beforehand (i.e. Director, Army Small and Disadvantaged Business Utilization)
- Metrics
  - Designed and Appropriately Structured

Acquisition Strategy Content Checklist

ACQUISITION STRATEGY CONTENT CHECKLIST
(IAW AFARS Subpart 5137.5-6)

Date: _____

Prepared by: _____

TITLE:

_____

	YES	NO	N/A	COMMENTS
1) REQUIREMENT				
a. Identified outcomes to be satisfied?				
b. Are they performance-based?				
(1) If not, obtain AAE approval >$50M				
c. Do you intend to use a Non DoD Contract?				
d. Identified how requirement was previously satisfied?				
(1) Procurement History				
(2) Challenges that drive the mission or acquisition approach				
e. Any Congressional Interest?				
(1) If >$2B, advance notification to USD (ATL) required				
2) RISKS				
a. Current and potential costs?				
b. Schedule and performance risks?				
c. Level of stated risks?				
d. Risk mitigation plan?				
(1) Tie to Evaluation/Contract Management/Metrics/Award Fee				
3) COMPETITION				
a. How will full & open competition be provided?				
(1) Describe your market research (Industry Day/DRFP)				
(2) Is this a consolidated requirement? If so, AAE approval required >$5M				
b. If other than full & open competition; explain why and provide citation.				
c. Plans for competition for any follow-on acquisitions.				

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4) **IMPLICATIONS**

a. How will acquisition support SB goals?

(1) If this is a Bundled Requirement Include the Analysis

(a) If so, does it follow the Benefits Analysis Guidebook

(2) Indicate whether the SBA PCR has concurred on the 2579

b. How will acquisition support any other socio-economic programs?

(1) Address Subcontracting Potential and Goals

5) **BUSINESS ARRANGEMENTS**

a. Identified how acquisition will be funded?

(1) Estimated dollar value of the procurement

(2) Address whether funding is available and the type of funds

b. Type of business arrangement? (i.e., single contract; multiple award task order contract).

(1) Address Contract Type

(2) Source Selection Process/Basis for Award/Major Factors/Subfactors

(3) Is this a Commercial Service (i.e. Use of FAR Part 12)

(4) Discuss the Award Criteria and Evaluation

(5) Address any waivers/deviations that will be required

(6) Discuss Contract Administration--COR/Involvement of DCMA/Surveillance Plan

c. Duration of each business arrangement? (i.e., base period and all options).

d. Cost estimate for the total planned acquisition and pricing arrangements (i.e., fixed price, cost reimbursement, time and materiel, labor hour, or variations).

e. Milestone Timeline to Award

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6) **MULTI-YEAR CONTRACTS**

a. If multi-year service contract, address plans for budgeting for termination liability.

b. OMB Circular A-11 requires multi-year service contracts to be scored as operating leases; address budget scorekeeping that will result from the use of the proposed contracting strategy.

7) **LEASES**

Included lease-purchase strategy if required by OMB Circular A-94?

8) **METRICS**

a. Cost, schedule and performance metrics that measure service acquisition outcomes against requirements.

1) Measurable. Tied to Key Performance Parameters.

b. If metrics are not submitted with acquisition strategy, the metrics must be submitted for the Decision Authority approval prior to execution of any business instrument (e.g., contract, MIPR).